

MARYLAND HEALTH CARE COMMISSION

BID BOARD NOTICE

Procurement ID Number: MHCC 11-004

Issue Date: May 3, 2010

Title: Off-Site Storage

I. Procurement Objectives

A. Summary Statement

The Maryland Health Care Commission (MHCC) is soliciting proposals from qualified vendors to provide off-site data storage, data delivery and management services at a stand-alone storage facility.

The MHCC is a public, regulatory commission, consisting of 15 Commissioners who are appointed by the Governor, with the advice and consent of the Maryland Senate. The mission of the Maryland Health Care Commission is to plan for health system needs, promote informed decision-making, increase accountability, and improve access by providing timely and accurate information on availability, cost and quality of services to policy makers, purchasers, providers, and the residents of Maryland.

B. Term of Contract

The contract will begin July 1, 2010 and end on June 30, 2011. There shall be a one-year option renewal period commencing July 1, 2011 – June 30, 2012, that will be exercised solely at the discretion of the Commission.

C. Issuing Office

The issuing office for this solicitation is the Maryland Health Care Commission, Sharon M. Wiggins, Procurement Officer, 4160 Patterson Avenue, Baltimore, Maryland 21215.

D. Submission Deadline

In order to be eligible for consideration, a proposal must be received at the Commission office by **4:00 p.m. (local time) on Monday, May 17, 2010. All bids must include Federal Identification Tax Numbers.** Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Commission. Bids may also be e-mailed to swiggins@mhcc.state.md.us by the date and time specified above.

E. **Procurement Method**

The procurement method for this solicitation is a small procurement as described in the Code of Maryland Regulations (COMAR) 21.05.07. **The maximum award allowed under these regulations is \$25,000.**

II. **Services to be Performed**

- ◆ Provide secured storage of 3480 cartridges, tape reels, CD Roms, DLT tapes, DAT cartridges, and diskettes, in such a way that the client cannot be identified;
- ◆ Transport all electronic media in locked metal containers lined with one inch foam or other material to protect against shock, static and magnetic damage;
- ◆ Secure containers in transport vehicle to prevent shifting during transport;
- ◆ Transport electronic media and/or related materials/supplies in secure vehicles equipped with Halo fire extinguisher and intrusion alarm system;
- ◆ Store electronic media and/or materials in secure Halo protected vaults with adequate alarm systems against fire, unauthorized intrusion or inappropriate access;
- ◆ Maintain vaults at proper temperature and humidity levels for preservation of stored electronic media;
- ◆ Ensure vaults are bomb proof (within reason);
- ◆ Have vaults in a restricted area of the facility;
- ◆ Provide “on call” as well as regularly scheduled pickup and delivery of electronic media between 4160 Patterson Avenue, Baltimore Maryland offices and contractor sites in Silver Spring, Maryland and DHMH offices at 201 W. Preston St. in Baltimore, and other sites as needed.
- ◆ Make regular scheduled pickup/deliveries within no more than 1 hour before and 1 hour after agreed upon time with MHCC.
- ◆ Provide two hour maximum response time during normal work hours, and 8 hour maximum response time during non-work hours, holidays, and weekends,
- ◆ Allow only bonded, authorized, properly trained employees of the contractor to handle electronic media or related materials;

- ◆ Supply a listing of personnel eligible to carry out cartridge/materials handling duties;
- ◆ Provide media destruction services so that data is physically removed and the tape medium is destroyed;
- ◆ Storage facility must be located in a freestanding facility not shared with any other organization;
- ◆ Provide secure tape delivery services using overnight delivery company to **out-of-state vendors on an as-needed basis.**
- ◆ Adhere to strict authorization and access procedures beginning at pickup from MHCC offices, add other procedures as necessary by the contractor and MHCC to ensure the integrity of all media;
- ◆ Track media/materials at all times starting at departure from MHCC to assure complete accountability and to assure access by an authorized MHCC employee at any time;
- ◆ Maintain an automated tape inventory system that can track media arrival and departure from storage facility;
- ◆ Provide data management including monthly audit reports of all media received, delivered, and in storage, including cataloging of all media and the storage locations;
- ◆ Allow State authorized representatives to periodically audit the accuracy of contractor's record keeping;
- ◆ Insure contents for loss or damage due to fire, acts of God, negligence, theft or other intentional acts;
- ◆ Provision and costs for 3 additional 1-year renewable contracts
- ◆ Furnish a minimum of two references from government organizations for which service of this type has been provided by the vendor within two years prior to the date of this solicitation who can attest to the vendor's:
 - a. **service provided;**
 - b. **security, and;**
 - c. **discharge of reporting requirements.**

III. Selection Process

The vendor with the most advantageous offer to the State will be awarded the contract. This contract is solicited in accordance with COMAR 21.05.07, Small Procurement.

A. Evaluation Of Bids

An Evaluation Committee will be appointed by the Issuing Office to evaluate all bids. The Evaluation Committee may request additional technical assistance from any source. The bids will be evaluated on the following criteria:

- Experience and Qualifications
- Knowledge and experience
- Have sufficient facilities and personnel to meet proposal requirements and time frames
- Demonstrated commitment to providing quality services

TERMINATION CLAUSE

The MHCC may terminate the performance of work under this contract in accordance with this clause, in whole, or from time to time in part, whenever MHCC shall determine that the termination is in the best interest of the State. MHCC shall pay all reasonable costs associated with this termination of this contract. However, the contractor shall not be reimbursed for any anticipatory profits, which have not been earned up to the date of the termination. Termination, including the determinations of the rights and obligations of the parties shall be governed by provisions of COMAR 21.07.01.12A.

Bidders must acknowledge this statement in their response to this Bid Board Notice.

MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION

MHCC 11-004
Bid Cost Sheet for Office-Site Storage

Costs – FY 2011
(7/1/10 – 6/30/11)

Pick up/Delivery:

“On call” pick up and delivery, based on an average
of 2 on-call deliveries per month, to/from tape storage

“On call” pick up and delivery, based on an average
of 3 on-call deliveries per month, to/from MHCC to vendor sites

Scheduled pickup/delivery of backup tapes once per week

Vaulting Charges (assume the following quantities):

1500 3480 cartridges

1500 tape reels

500 CD Roms

500 DLT tapes

100 DAT cartridges

200 diskettes

Hot Site Delivery:

Two-hour maximum response time/24
hours per day, 7 days per week, 365 days
per year, assume 12 per year

Other Direct Costs:

Padlock charge

1500 barcode labels

Tape destruction cost per tape

TOTAL PRICE (Year 1)

\$ _____

Vendor Name

Vendor Signature

Date

MHCC 11-004
Bid Cost Sheet for Office-Site Storage

Costs – FY 2012
(7/1/11 – 6/30/12)

Pick up/Delivery:

“On call” pick up and delivery, based on an average
of 2 on-call deliveries per month, to/from tape storage

“On call” pick up and delivery, based on an average
of 3 on-call deliveries per month, to/from MHCC to vendor sites

Scheduled pickup/delivery of backup tapes once per week

Vaulting Charges (assume the following quantities):

100 3480 cartridges

500 CD Roms

500 DLT tapes

Hot Site Delivery:

Two-hour maximum response time/24
hours per day, 7 days per week, 365 days
per year, assume 12 per year

Other Direct Costs:

Padlock charge

1500 barcode labels

Tape destruction cost per tape

OPTION YEAR RENEWAL PRICE:

\$ _____

TOTAL PROPOSED CONTRACT COSTS:
(Year One + Option Renewal Period)

\$ _____
(BASIS FOR AWARD)

Vendor Name

Vendor Signature

Date